



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**To:** Title I Program Administrators  
Title I Targeted Assistance School Principals

**From:** Lee Ann Kwiatkowski, Director, Office of Title I Academic Support

**Re:** Title I Schoolwide Planning

**Date:** March 6, 2009

The purpose of this memorandum is to share information with you regarding schoolwide planning (SWP) for the 2009-2010 school year. A Targeted Assistance School (TAS) may become schoolwide if they meet a minimum of 40 percent poverty and will be Title I served during the 2009-2010 school year. As you know, for many years our office has provided schoolwide planning consultants using funding from our one percent administrative set-aside. The IDOE encourages consolidation of your PL 221 Plan, NCLB school improvement plan and the schoolwide plan. Due to pending initiatives for schools most in need, we no longer contract with outside consultants to provide schoolwide planning assistance.

We will offer two informational meetings; a Webcast and a meeting in Indianapolis.

- The Webcast will be on April 8 at 10am EST. You can view the Webcast at <http://media.doe.in.gov/live/TitleI.html>. During the Webcast, questions may be emailed to [statewide@doe.in.gov](mailto:statewide@doe.in.gov) and answered quickly. The Webcast will also be available on the Title I website for future viewing. Questions can be emailed to [statewide@doe.in.gov](mailto:statewide@doe.in.gov).
- There will be an on-site meeting on April 13 at 10:30 am EST at the Indiana Government Center in Indianapolis in Conference Room B. Please email [statewide@doe.in.gov](mailto:statewide@doe.in.gov) if you would like to attend with the number of participants.

Each meeting will last one hour and will include a presentation and time for question and answers. **You do not need to attend both meetings.** We hope the meeting or Webcast will help you when making a decision as to how you will move ahead.

The three options for going through schoolwide planning are:

1. Develop a schoolwide plan on your own and submit the plan to the IDOE no later than June 2, 2010. The plan must contain the ten required components with a checklist corresponding each component to page number(s).
2. Use your own Title I funding to contract with the schoolwide planning consultant from an outside provider. The IDOE does not endorse schoolwide planning consultants.
3. Attend Title I schoolwide planning workshops in Indianapolis provided by IDOE Title I Specialists. The only cost to you would be for travel and meals. The Title I Specialists will not be able to come to your schools to provide technical assistance.

**If you choose to go through a schoolwide planning process in 2009-2010 with any consultant or on your own, the schoolwide plan must be submitted for approval by our office no later than June 2, 2010. If the plan is found to be missing required schoolwide components, you will continue as a Targeted Assistance School (TAS).** As we review plans, we have found that some of the components are not spelled out in detail. Sometimes the plan will say to refer to the Title I Application. **Each component must be adequately addressed and easily found in your plan in order to be granted SWP status. The ten required components can be found at:**  
**<http://www.doe.state.in.us/TitleI/pdf/schoolwiderequirements.pdf>. There will not be a resubmission period.**

Please fill out the attached form and return to Title I by **May 15**. If you have any questions, please contact our office at 317-232-0540 or email at [statewide@doe.in.gov](mailto:statewide@doe.in.gov). If we do not receive your form by May 15, your school will remain TAS. Thank you.